

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION				
Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST KAMPALA		2. AGENCY STATE		3a. POSITION NO.
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. REASON FOR SUBMISSION <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces Position No. _____, _____ (Title) _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. CLASSIFICATION ACTION	Position Title and Series Code		Grade	Initials
a. Post Classification Authority	POSHO FOREMAN			
b. Other AFRC	Safety Program Coordinator, FSN 1201		8	AFRC: kmt
c. Proposed by Initiating Office				
6. POST TITLE POSITION (if different from official title)		7. NAME OF EMPLOYEE		
8. OFFICE/SECTION U.S. EMBASSY KAMPALA		a. First Subdivision ADMINISTRATIVE OFFICE		
b. Second Subdivision GENERAL SERVICES		c. Third Subdivision FACILITIES MAINTENANCE SECTION		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed name of Employee _____ Signature of Employee		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed name of Supervisor _____ Signature of Supervisor		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Printed name of Section Chief or Agency Head _____ Signature of Section Chief or Agency Head		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer		
13. BASIC FUNCTION OF POSITION Incumbent serves as the POSHO Foreman with responsibility for assisting the Post Occupational Safety and Health Officer (POSHO) in carrying out the day to day functions of the Safety Health and Environmental Management (SHEM) programs at post as required by 15 FAM; assures that all government owned and leased property meet the requirements of 15 FAM.				
14. MAJOR DUTIES AND RESPONSIBILITIES				
% OF TIME				

Safety Program Coordinator: (Duties and Responsibilities as listed)
<p>Inspections: Schedules and performs required safety and health and fire inspections of all USG facilities, including offices, residences, annexes and warehouses for conditions that pose an imminent threat to occupants and structure. Performs visual inspections of fire detection, alarm, and suppression systems when installed in buildings. High hazard areas as delineated in 15 FAM 962(e) will be inspected at least twice per year. Identifies hazards and evaluates safety risks, using SHEM and FIR standards and references, and Occupational Safety and Health Administration guidelines. Determines methods for correcting identified safety and fire hazards and coordinates to implement solution. Prepares reports of findings and recommendations and oversees completion of hazard abatement.</p>
<p>Training: Develops and provides safety training in conjunction with SHEM and FIR requirements for supervisors and employees in accordance with applicable requirements and ensures that employees are familiar with safety rules and procedures for performing their jobs in a safe manner. Also provides training to employees and family members on residential safety hazards such as carbon monoxide, pest control, pool safety and the proper use of safety equipment. Conducts fire and life safety training programs for office and residential building occupants.</p>
<p>Mishap Investigation: Assists in conducting investigations under the direction of the POSHO for all mishaps involving fires, injuries, illnesses, motor vehicle accidents, property loss and employee complaints/suggestions regarding hazardous conditions or equipment and institutes operational guidelines for post personnel to prevent occurrence/reoccurrence. Performs basic fire investigations and analysis of cause. Reports as necessary to SHEM in accordance with 15 FAM 964, FIR in accordance with 15 FAM 820 and 850 and tracks accident trends for the POSHO and SHEM Committee.</p>
<p>Documentation: Maintains and updates office files to include records of POSHO inspections, reports of investigations, complaints of unsafe working conditions, accident and incident reports, trainings, surveys and minutes of SHEM Committee meetings. Keeps the SHEM reference library current. Maintains a complete inventory of all chemical products used at post and keeps Material Safety Data Sheets for each product.</p>
<p>Safety Equipment: Ensures that safety equipment is procured as needed and that all tools and equipment are maintained in good condition. Reviews job tasks and selects appropriate proper personal protective equipment to include safety shoes, protective eyewear, and other items to protect employees.</p>
<p>Implementation: Under the authority of the POSHO, ensures that all management and administrative policies and operations at post conform and are consistent with 15 FAM 930 SHEM and 15 FAM 800 FIR program responsibilities. Ensures that employees follow prescribed safety and health procedures, use appropriate safety equipment, and report hazardous conditions and mishaps. Assists the POSHO and other offices with the implementation of SHEM special emphasis programs to include residential safety compliance, carbon monoxide poisoning prevention; integrated pest management program; motor vehicle safety management program; DriveCam; and the swimming pool safety program. Serves as a member of the post's SHEM Committee and acts as a recorder for committee minutes. During construction and renovation projects, ensures that contractors have and adhere to a safety plan that protects both embassy personnel and contractors. Develops plans, procedures, and standards to implement fire protection and prevention programs.</p>
70% OF TIME
<p>Supervision: Supervises daily operations of two Life Safety Techs and Fire technician. Back up responsibility, assumes overall supervision of the Facilities Maintenance Safety team of 9 personnel in the absence of Safety Manager. Advises other Facilities Maintenance personnel on safety procedures and ensures adherence to SHEM guidelines at worksites.</p>
25% OF TIME

Other assigned secondary duties to the incumbent may include support to other Facilities Maintenance sections to accomplish tasks as required.

5% OF TIME

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Diploma in any of the following; engineering inspection, occupational safety is Required

b. Prior Work Experience:

Two years' experience in maintenance or construction field performing repair work, electrical or HVAC or in the field of occupational safety with experience as a construction supervisor or work control/quality control assurance inspector with experience managing resources is required.

c. Post Entry Training:

Occupational safety and health training as well as attendance of the next available SHEM Seminar and FSI Supervisory Course.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization spread:

Level IV English ability (good working knowledge) is required. Level I knowledge of local language (Luganda, Kiswahili) required.

e. Job Knowledge:

Comprehensive knowledge of SHEM and OSHA guidelines and required practices and procedures; general specialist knowledge of environmental safety standards.

f. Skills and Abilities:

Standard level keyboard and computer skills to include specialized software, database management, spreadsheets, etc. Must possess excellent written and oral skills in order to conduct training and drafting of materials and reports in the performance of duties. Ability to coordinate, prioritize and oversee multiple projects. Excellent interpersonal and communication skills. Ability to be flexible, resourceful, service-oriented, and self-motivated, and to work within the existing mission structure.

Must have a valid driver's license and be able to drive official vehicle.

16. POSITION ELEMENTS

a. Supervision Received:

Direct supervision from the Safety Manager.

b. Supervision Exercised:

Directly supervises two Life Safety Techs and one Fire Safety Tech. Assumes overall supervision of the Facilities Maintenance Safety team of 9 personnel in the absence of Safety Manager.

c. Available Guidelines:

From Global Maintenance Management System (GMMS) Manuals, administrative instructions and staff Notices, SOP, FSN Handbook, Facility Manager's Handbook. 15 FAM 900, 15 FAM 800, OBO safety, health, environmental, and fire related materials, the Department's Safety, Occupational Health and Environmental Management Resource Guide, as well as any post and country specific materials regarding local and on the job safety regulations and laws.

d. Exercise of Judgment:

As needed to keep equipment operational and to avoid loss or damage to mission personnel and property. Take the initiative to research problems and find innovative solutions where no funds are involved. Judgment must be exercised frequently to identify urgent requirements, resolve customer concerns, and adjust work flow to help maintain efficiency within the section.

e. Authority to Make Commitments:

Authorized to commit funds to the procurement of supplies and materials necessary to support the safety program and training of individuals.

f. Nature, Level and Purpose of Contacts:

Daily contact with American and LE Staff of all USG agencies at all organizational levels, contractors in the performance of duties, local and government health and safety officials. Contact with OBO/SHEM and FIRE officials in Washington

g. Time Expected to Reach Full Performance Level:

52 weeks